

JAIL SUPERVISOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory position in the jail facility, the primary duties of which are the management of jail operations and the supervision of subordinates assigned to the jail. The Jail Supervisor ensures that department policies and procedures are followed by subordinate personnel. The employee of this class provides for the security of the jail facility, the maintenance of the facility and equipment, and the preparation and maintenance of records and reports. The Jail Supervisor supervises subordinate personnel assigned to perform the dispatching functions of the police department. The Jail Supervisor works with a high degree of independence, having work reviewed by a ranking officer of the police department.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the jail facility and supervises jail operations. Performs prisoner counts and searches prisoners, jail cells, mail, and visitors to discover and confiscate contraband items. Makes periodic inspections to operate and inspect security and safety devices to ensure that the facility is safe, clean, and that all equipment is operating correctly.

Provides training for new jail employees, and provides technical assistance to all subordinates when needed. Assigns duty areas and work schedules for subordinates. Inspects the appearance of subordinate employees. Evaluates the work performance of subordinate employees and counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline.

Provides that booking procedures for all prisoners are accomplished in accordance with department policies and procedures, including searching inmates, securing personal property, completing records, allowing telephone calls when permitted by procedure, and properly classifying inmates. Ensures that inmate is secured in a cell. Provides for inmate needs, including meals, clothing, and medical attention. Hears inmate grievances and counsels inmates.

Uses weapons and restraining devices as may be required in order to maintain control and security. Controls the movement of prisoners within the jail facility and other locations, such as court or medical facilities. Prevents or controls disruptive behavior, and disciplines inmates for violations or infractions of jail rules.

Keeps an inventory of supplies and recommends purchase of supplies when needed. Arranges for repairs when needed. Maintains accounts of the jail.

Provides for the preparation and maintenance of jail records. Completes records and writes reports or letters required to handle requests or problems related to the operation of the jail. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills. Answers inquiries about the operation of the jail or other related areas of law enforcement operations. Handles complaints from the public.

Supervises personnel assigned to answer all telephone calls and dispatching operations. Provides assistance according to departmental procedures. Dispatches complaints and calls to appropriate mobile police units. Monitors state police, sheriff, and citizen band radio frequencies; also monitors and transmits on any other frequency as may be directed. Keeps necessary records of communication activity.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Corrections Officer for at least (5) years immediately preceding the closing date for application to the board.